North Carolina Procurement Transformation

# NC E-Procurement
# Ariba Buyer Upgrade

January 2012

# Agenda

- **Welcome & Introductions**

- **Ariba Buyer Upgrade**
  - New Implementation Timeline        Shireen Sackreiter
  - NCID Interface        Michael Jackman
  - System Test Updates & [New Functionality]        Scarlett Swain
  - Master Data        Bryan Doepken
  - Historical Data Approach        Jeff Harper
  - Communications Activities        Laura Haakenson

- **Questions & Answers**

# Welcome & Introductions

**Jocelyn Thornton**

**Procurement Transformation Director**

"**Thank you for your continued support and encouragement of this effort….**"

**- Anne Bander**

- The Implementation timeline has been moved to the **start of the new fiscal year**

- What are we doing in the interim?

  – Enhanced training

  – Online training development

  – Issue resolution

  – Agency Readiness Preparation

**Single point of administration and control for simplified management and standardized processes for the State, agencies, end users, and customer applications**

- NC E-Procurement team began sending NCID User Mapping Sign Off communications to confirm NCID mappings or to establish new NCIDs.

  - All **community colleges** should have received the request with a requested return date of November 23$^{rd}$. To date, we have received **41%** (24/58) completed spreadsheets. We are following up with the Community Colleges who have not responded over the phone.

  - All **school systems** have received the request. To date, we have received **31%** (36/115) completed spreadsheets. We will begin following up with school systems who have not responded yet over the phone in the coming days.

  - All **State Agencies** should have received the request with a requested return date of January 27$^{th}$. To date, we have received **21%** (12/57) responses from State Agencies.

- The NCID interface is actively being tested as part of the upgrade system test process.

  - The NC E-Procurement 9r1 system is integrated with an NCID test instance to verify user updates and authentications work as expected.

**The Ariba Upgrade team will execute 3 passes of system testing to test Base Functionality, Enhancements, Integration, Batch, and Scripting.**

- Completed 2 passes of System Testing

- Currently mid-way through Pass 3 of System Test

    – Full end to end testing (integration, batch, scripts, monitoring etc.)

    – Tested ~40% of conditions with a **92% pass rate**

    – Continually resolving and retesting issues found during testing

    – Working to test each integration touch point during this pass

# New Functionality Highlights

**Users can search for any transaction directly from the Home Dashboard. My Labels will be used to organize transactions.**

# New Functionality Highlights

**Users will be directed to the Catalog Home page when creating requisitions. The Catalog Navigation Panel allows users to quickly refine search results.**

**Key master data will be extracted from the current version and then transformed to load to the new version.**

- Key data elements **will** be moved with the new system:

    - Bill To Address

    - Ship To Address

    - Contracts, Bids, and Open Book Data

    - Suppliers and Catalogs

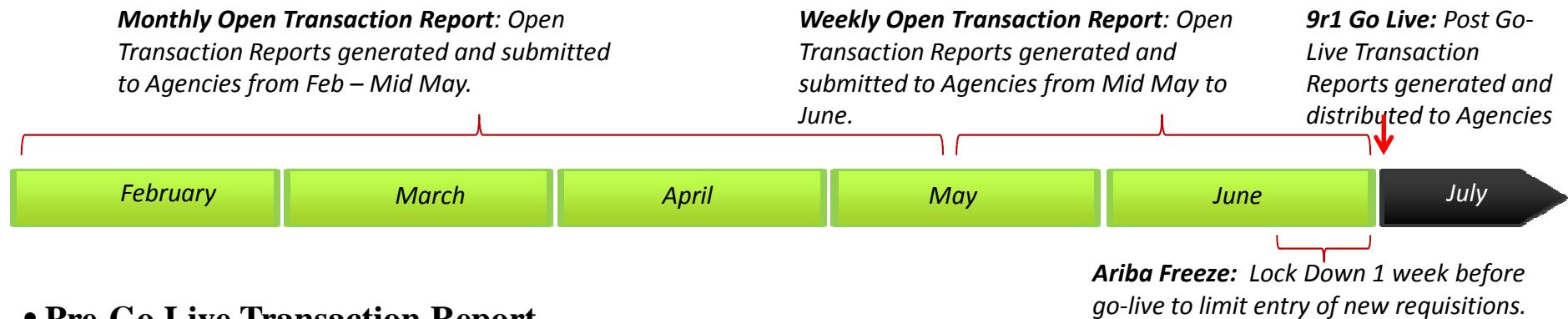    - NCAS Accounting Elements

    - Payment Terms

**User Data may be impacted by the transformation from the current version to Ariba 9r1**

- User **Login IDs will be converted** to NCIDs per the worksheets you have been working with.

- In some cases, users have multiple NCEP accounts.  Due to NCID each user will be **limited to only one account**.  This may impact your entities' management chain.  We will be working with you to resolve duplicate ID issues.

- Traditionally users have been assigned to Roles for both permissions and approval flow.  Now Roles will be used to assign permissions and Groups will be used for the Approval flow.  We will be automatically converting users to appropriate Groups and Roles.

- We will be **working with you** over the coming months to ensure a smooth transition of user data to the new system.

**Moving the implementation date should reduce the number of open transactions that need to be re-entered as part of the upgrade.**

*Monthly Open Transaction Report: Open Transaction Reports generated and submitted to Agencies from Feb – Mid May.*

*Weekly Open Transaction Report: Open Transaction Reports generated and submitted to Agencies from Mid May to June.*

*9r1 Go Live: Post Go-Live Transaction Reports generated and distributed to Agencies*

| February | March | April | May | June | July |

*Ariba Freeze:  Lock Down 1 week before go-live to limit entry of new requisitions.*

- **Pre-Go Live Transaction Report**
  - Generated based on the data reconciliation between Ariba and NCAS.
  - The report **contains line item details** including line number, accounting, amount, quantity, good/service indicator, payment basis, supplier, commodity code, inventory information, etc.
- **Post Go-Live Transaction Report**
  - Contains line item details (same as the pre go-live report) as well as the amount the has been received and the **remaining encumbrance amount** before the transaction was closed automatically.
  - The Post Go-Live report is intended to provide all relevant information necessary to re-enter the transaction

There are several actions that may be taken to assist agencies in achieving a smooth transition with minimal interruptions.

- The system **will not allow** the entry of new requisitions or purchase orders during the week of June 25th – June 29th . Many agencies are evaluating agency policies to extend that timeline.

- Creation of a "**crosswalk**" from old to new orders, and enhanced management of in flight transactions:
  - Enter the new PO number into the report spreadsheet as a cross-reference to the old PO number.
  - Enter the old PO number for A/P so they know what to pay if the vendor invoice number contains the new PO number.
  - Option to not send the new order to the vendor. If vendor doesn't need the new order (e.g., maybe the goods were received but not yet entered), mark as "don't send to vendor".
  - New POs will have a prefix other than "EP".

**Work to reduce the number of orders and requisitions that must be re-entered in advance of the cutover.  This hopefully will be facilitated naturally as part of the year end close processes.**

- Order early enough to **receive goods prior to June 29th**.  Currently, goods must be received through E-Procurement.

- Leave **service orders open in NCAS** and e-Procurement, as it is an option to pay them directly in NCAS and receipt of services is not required.  However, if the order requires a change in the future, it will need to be closed in NCAS and a new PO for the service issued in the new Ariba system.

- **Hold off entering new service POs** that won't take effect until next fiscal year.

- Agencies may evaluate **modifying existing P-card** limits for a limited period of time to make **emergency** purchases during the lock down period (in accordance with NC procurement rules and policies).

# Communications Activities

**Communications are increasing. Distribution of announcements for the entire user community has begun.**

- Distributed "The Source" newsletter in December and January to **all** NC E-Procurement users

- Newsletter provides highlights of new features and current topics

- January issue included an announcement of the go-live date change to July 2012

# Communications Activities

**Preparation for user training and job aid updates is underway.**

- **"What's New"** training presentation will be available to users

- **Job Aids** will be updated to reflect new functionality

- **Training environment** is being built out

- **Additional training sessions** will be provided as a result of the date change

**Overall readiness status will be gathered through a regular reporting process from entities using a Readiness Checklist .**

- The Readiness Checklist will allow entities to **report or confirm** their progress in several key areas:

    – In-Flight Transactions

    – NCID User Mapping

    – User Readiness/Training

    – Approval Flow Configurations (State Agencies)

    – Commodity Code Update (School Systems and Community Colleges)

- Weekly reporting is expected to **begin in May**

- Data already available to upgrade team will be provided to entities for review

- Upgrade team will hold **kick off sessions** with designated reporting contacts to review the process in advance

# Communications Activities

**Continue to access the NC E-Procurement website for additional resources:**

**eprocurement.nc.gov**

- New additions include **NCID FAQs** that were distributed to school systems and community college contacts and the **December 2011 Session Briefing** presentation

# *Questions?*